



NSDC Affiliate Executive Director or Executive Secretary Information

Name of your Affiliate: Mississippi Staff Development Council
(Please write out name and not just letters.)

Executive Director or Secretary

Name: We do not have an executive director/secretary at this time.

Phone: _____ **E-mail:** _____

(Affiliate Contact: Karen Burke / 601-636-8980 / kburke_vwsd@hotmail.com)

Job Description for this position: Please be specific.

(Be sure to indicate whether this person serves primarily in a leadership role – such as representing the affiliate in interactions with other agencies or in advocacy – or in a day-to-day management role, including mailing, managing membership roles, organizing for affiliate events, etc.)

MSDC Job Description Board Approved February 1, 1997

The executive director shall be an ex-officio member of the Board of Directors of the Mississippi Staff Development Council and shall be responsible for managerial/organizational facets of the organization and the administration of the practical applications of the organization.

The executive director will serve at the will of the board on an annual basis.

The executive director will:

1. Report to the president and the board of directors.
2. Prepare and report all income and expenses to the IRS.
3. Maintain and monitor membership rolls, keeping membership rolls current.
4. Work with the affiliate treasurer, receiving and processing membership dues and conference registrations.
5. Assist in planning conferences/workshops as requested.
6. Attend conferences and seminars as requested.
7. Maintain affiliate records (act as caretaker for all official/legal documents, bank records, supplies, and historical memorable memorabilia) and assist the affiliate secretary as necessary.
8. Promote the organization through member services, advocacy, and special events.

Is this position full-time or part-time? ___Part-time_____

If part-time, indicate number of days monthly: ___55 days_____

- 10 months / ½ day per week = 25 days
- 1 month / 1 day per week = 5 days
- 1 month / 25 days

Does this person receive financial compensation? If so, how much?

This person does NOT receive financial compensation.

Does this person receive other compensation – such as free membership, attendance sponsored at NSDC conferences or Affiliate Leaders Meetings? Indicate other compensation:

The board of directors makes the following commitments:

1. Provide reimbursement of expenses for council representation at conference/conventions as approved by the board of directors:
 - ** NSDC Summer Affiliate Conference – all expenses
 - ** NSDC Annual Conference – expenses split with school district
 - ** Other conference/conventions as assigned – all expenses
2. Provide an amount approved in the annual budget for office expenses:
 - ** Registration newsletters printing
 - ** Large mailings
 - ** Special purchases as approved

The executive director makes the following commitments:

1. Access to telephone and FAX
2. Access to computer / quality printer
3. Access to quality copier